

HOUSE BILL 1263
By Maddox

AN ACT to amend Chapter 158 of the Private Acts of 1992; as amended by Chapter 103 of the Private Acts of 1993 and Chapter 62 of the Private Acts of 1993; and any other acts amendatory thereto, relative to the charter of the City of Martin.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Section 15 of Chapter 158 of the Private Acts of 1992, and any other acts amendatory thereto, is amended by deleting such section in its entirety and substituting instead the following:

SECTION 15. The Board of Mayor and Aldermen shall appoint a City Recorder, who shall serve for an indefinite term.

The Recorder shall along with the Mayor prepare and monitor the annual budget for all departments.

The Recorder shall: supervise all accounting functions for all funds; supervise the collection, disbursement and safe keeping of all funds of the city; develop long-range financial planning; and act as advisor to the Board of Mayor and Aldermen on all questions relating to the business and financial affairs of the city.

The Recorder shall keep the Board of Mayor and Aldermen advised as to the financial condition of all funds of the city and the future needs of the city.

The Recorder shall: develop a central purchasing policy; act as purchasing agent for the city; and authorize the purchase of all materials, supplies and equipment for the proper conduct of the city's business through the issuance of purchase orders and bidding.

The Recorder shall prepare the agenda for the governing body's meeting and be responsible for the minutes and maintenance of the records of the proceedings of such meeting.

The Recorder shall prepare resolutions and ordinances for consideration by the governing body.

The Recorder shall be responsible for the maintenance of all types of insurance coverage such as health, liability, workers' compensation, etc., and maintain an inventory of all equipment and real estate owned by the city.

The Recorder shall attend all meetings of the Board of Mayor and Aldermen at the Board's request.

The Recorder shall act as the city's personnel officer by maintaining a personnel file on each city employee in a centralized location.

The Recorder shall represent the city at official functions as directed by the Mayor.

The Recorder shall perform other duties as directed by the Board of Mayor and Aldermen.

The Recorder shall be required to reside within the city limits of Martin, Tennessee, or the immediate vicinity of Martin, Tennessee.

SECTION 2. Section 6 of Chapter 62 of the Private Acts of 1993, as amended, is amended by deleting such section in its entirety.

SECTION 3. Section 2 of Chapter 103 of the Private Acts of 1993, is amended by deleting such section in its entirety.

SECTION 4. This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the legislative body of the City of Martin. Its approval or nonapproval shall be proclaimed by the presiding officer of the legislative body of the City of Martin and certified to the secretary of state.

SECTION 5. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 4.